



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 1070.27C  
PERS-313  
1 NOV 2010

BUPERS INSTRUCTION 1070.27C

From: Chief of Naval Personnel

Subj: DOCUMENT SUBMISSION GUIDELINES FOR THE ELECTRONIC  
MILITARY PERSONNEL RECORDS SYSTEM

Ref: (a) DoD Instruction 1336.08 of 13 Nov 2009  
(b) MILPERSMAN

Encl: (1) Document Submission Guidelines  
(2) Official Military Personnel File (OMPF) Document List

1. Purpose. To provide guidance for determining which documents should be submitted to Navy Personnel Command (NAVPERSCOM) for filing in officer and enlisted Official Military Personnel File (OMPF). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1070.27B.

3. Background. NAVPERSCOM, Records Management Policy Branch (PERS-313) manages the OMPF per reference (a), maintaining these records in electronic format in the Electronic Military Personnel Records System (EMPRS). The OMPF is a permanent record which contains standard military human resource records information required by the Department of Defense, in addition to pertinent service-specific information required by the Navy. Each Service member will have records as applicable to the events related to their career. These records are of a permanent nature which satisfies statutory and corporate requirements, influence a member's career and benefits, and are essential to personnel administration.

4. Submission of Documents

a. General Guidance. Reference (b) 1070-020, 1070-080, enclosures (1) and (2), and the online OMPF Retain/Delete List referenced in subparagraph 4b below contain document submission guidelines for determining which documents should be forwarded

for filing in the OMPF. Documents submitted which do not meet these retention guidelines, or are not listed therein will be destroyed.

b. OMPF Document List. Enclosure (2) provides a list of the most frequently submitted documents that have been approved for filing in the OMPF. For a complete list of documents approved for filing in the OMPF, an expanded version is available by selecting the "Retain/Delete" link under "What documents are retained in my Official Military Personnel File (OMPF)?" at <http://www.npc.navy.mil/CareerInfo/RecordsManagement/AboutYourRecord/OMPF.htm>.

c. Submission of Documents for Direct Filing in the OMPF

(1) Personnel offices shall electronically submit documents intended for direct filing by using the "eSubmission" application on BUPERS ONLINE. A list of documents that can be electronically submitted is available by selecting the "eSubmission Forms List" link under "Tools" at <http://www.npc.navy.mil/CareerInfo/RecordsManagement/eSubmiss.htm>.

(2) Documents not on the eSubmission Forms List, and documents submitted by activities not authorized to electronically submit documents shall be mailed to the following address:

NAVY PERSONNEL COMMAND (PERS-313)  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-3130

(3) Unless otherwise provided in a document's governing directive or in reference (b), submit documents on a daily basis or as soon as possible. Do not include letters of transmittal or explanation. If a combined mailing package is used for multiple addressees within NAVPERSCOM, clearly mark the desired destination on the enclosed documents.

(4) To ensure the integrity of the OMPF, documents will not be accepted directly from the Service member unless specifically authorized by regulation. Service members that discover omissions in their OMPF should contact their personnel office for assistance.

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d. Submission of Documents for Both Action and Filing.

Certain documents may require action by NAVPERSCOM before filing in the OMPF. Do not submit these documents twice. Submit the document to the appropriate action office. Upon completion of action, the action office will automatically route the document for filing in the member's record.

e. Identification of Documents. The name and social security number (SSN) are the principal personnel identifiers used throughout EMPRS. Ensure that both the member's name and SSN are on the document. If necessary, write the member's name and SSN in the top, left-hand corner of each document submitted. The document originator and, where possible, the individual member should verify the SSN entered on the document before forwarding to NAVPERSCOM.

f. Information Pertaining to Third Parties. Information in a Service member's record must pertain to them, and documents filed therein should not contain personal information pertaining to other individuals unless required by the document's governing directive, or otherwise considered necessary and relevant. Unless it meets these standards, third-party personal information, such as SSN, home addresses, phone number, and dates/places of birth shall be redacted (completely blacked-out) from documents before forwarding to NAVPERSCOM. An example of third-party information considered necessary and relevant is family members or beneficiary information required on the Record of Emergency Data and on various insurance documents.

g. Documents Pertaining to Multiple Members. If the document contains multiple names, or pertains to multiple members, submit a separate copy for filing in the record of each individual involved with the member's name and SSN underlined or annotated in the upper right hand corner of each page, totally obscuring privacy information pertaining to other members on the documents.

h. Quality of Documents. The quality of documents submitted for filing has a direct bearing on the readability of records. Original pages or clear, black and white copies are required for filing. Poor quality documents significantly reduce the readability of the record for selection boards, detailers, and other personnel administrators.

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5. Changes to Document Lists. Only the documents listed in enclosure (2), or in the online OMPF Retain/Delete List referenced in subparagraph 4b above are filed in the OMPF. Commands may propose changes to the list by forwarding recommendations to NAVPERSCOM (PERS-313). Enclose a copy of the proposed document and justify its retention based on the guidelines contained in enclosure (1).

6. Changes to Documents. When documents listed in enclosure (2) are revised or consolidated, ensure NAVPERSCOM (PERS-313) coordination and approval is obtained prior to distribution. EMPRS requires system changes in order for new or revised documents to be processed. Documents received prior to these actions being taken cannot be processed and are automatically rejected. Forward a copy of the new document with proposed change to NAVPERSCOM (PERS-313) for review and concurrence.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of November 2007.

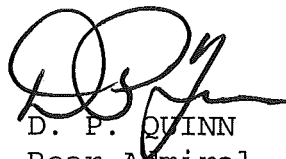
8. Action

a. Commanding officers (COs) shall:

(1) Make every effort to ensure that documents submitted to NAVPERSCOM (PERS-313) for filing in the OMPF meet the guidelines contained in this instruction; and

(2) Ensure that a copy of this instruction is available for individual use and advertise its location periodically in the plan of the day/plan of the week.

b. COs of appropriate training facilities shall include the provisions of this instruction in the training curricula for personnel in administrative ratings.



D. P. QUINN

Rear Admiral, U.S. Navy

Deputy Chief of Naval Personnel

Distribution:

Electronic only, via BUPERS Web site  
<http://buperscd.technology.navy.mil/>

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**DOCUMENT SUBMISSION GUIDELINES**

1. Information Requirements. The following guidelines apply in determining whether or not documents are placed in the OMPF.

a. General. To be filed in the OMPF, all documents (including numbered forms and correspondence) must meet each of the following criteria:

(1) Permanency. Must be required for permanent retention as evidence of policies, operations, procedures, or other decisions.

(2) Non-duplicative. Must not duplicate information found elsewhere in the OMPF. For example, do not submit course completion certificates of the member's NAVPERS 1070/881 Training Education and Qualification History entries. The NAVPERS 1070/881 already reflects the courses. Material identified as a duplicate of documents or information already in the record will be destroyed without notifying the forwarding command or individual.

(3) Single copy/single source. Must be submitted in a single copy from a single source.

(4) Essential. Must contain information essential to personnel administration. The following types of documents should not be submitted for filing in the OMPF:

(a) "Nice to have" or nonessential supporting documentation;

(b) Documents intended solely for the purpose of verifying information available from some other source, e.g., master file automated system; Electronic Service Record (ESR) screen shots instead of required forms;

(c) Documents of a personal nature unless specified on the retain list, e.g., wills, marriage licenses, dependents birth certificates; and

(d) Information that has no potential impact on a member's career.

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b. Adverse Material. Any document that reflects unfavorably upon mental, moral, or professional qualifications of an individual is adverse material. Subject to the following rules, all relevant adverse material is filed in OMPF.

(1) Policy

(a) U.S. Navy Regulations, 1990, article 1122, provides that adverse material shall not appear in officer or enlisted fitness reports, performance evaluation reports, or in other related correspondence, unless the members concerned are first afforded an opportunity to submit a written statement regarding the adverse material. Should the members not desire to make a statement, the members shall state so in writing. Should the members refuse to acknowledge their rights or refuse to make a written statement documenting their decision not to make a statement, the CO shall document the refusal in writing.

(b) Adverse material on officers shall be submitted to the appropriate action office for review before it is filed in the OMPF. Commands shall not submit adverse material on officers directly to NAVPERSCOM (PERS-313) for filing in the OMPF.

(2) Reports, Statements, or Correspondence of a Military Nature

(a) Correspondence containing adverse material that the member concerned has been afforded the opportunity to contest, explain, or rebut, whether at a personal hearing or by statement, will be filed without additional referral to the individual. Examples include:

1. Punitive letters of censure;
2. Medical surveys where hospitalization is due to the member's own misconduct;
3. Reports and related correspondence reflecting final approved civil convictions, or actions taken by civil authorities tantamount to conviction, for misconduct, as stipulated in reference (b), 1611-010 (officer) and 1070-320 (enlisted);

4. Reports of non-judicial punishment, courts-martial convictions, boards of inquiry, boards of review, etc.;

5. Relevant memoranda prepared at NAVPERSCOM resulting from official correspondence sent to and received by the member concerned, the reporting senior, or the reviewing officer;

6. Relevant correspondence documenting an officer's removal from a promotion selection board report or a promotion list, and other correspondence related to the promotion process; and

7. Any other material that bears or reflects on the character, performance, professional qualifications and fitness of the officer.

(b) Documents containing adverse material of an official military nature will be filed without referral to the individual concerned, if no purpose would be served by such referral. Examples include:

1. Denials of requests for special duty, special training, reassignment, transfer, discharge, etc.; and

2. Requests by a commander for the reassignment of a member when such request reflects unfavorably on the individual concerned.

(c) Documents containing adverse material of an official military nature will be filed without referral to the individual concerned when the member is unavailable for comment because of misconduct. Examples include:

1. Reports of absentees and deserters, and related correspondence; and

2. Reports and correspondence relating to administrative discharge action where the member is in an unauthorized absentee status at the time or is otherwise unavailable for statement because of the member's own misconduct.

(d) Letters issued by a CO to an officer or enlisted member concerning failure(s) to meet standards of professional performance/conduct.

c. Commendatory Material. Commendatory material is any document which reflects favorably upon a member's mental, moral, or professional qualifications, and which impacts on the mission of the command or the military career of the member.

(1) Copies of signed personal award citations, or certificates in the case of Navy and Marine Corps Commendation and Achievement Medals; and the NAVPERS 1070/880 Award Record that document a member's entitlement or eligibility to wear unit awards, campaign and service medals, non-military U.S. decorations, non-military service awards, foreign military decorations, and marksmanship awards will be filed in the OMPF.

(2) Copies of certificates or letters of appreciation/commendation will not be filed in the OMPF. These should be provided to reporting seniors to document in fitness reports and evaluations.

2. Format Requirements. Documents must meet the following format requirements:

a. Readily Identifiable. Each document submitted must contain the following:

(1) Identification. Member's name and SSN must be on each side of each succeeding page of multiple page documents;

(2) Forms. A form number and title must be preprinted on all forms and included on all local adaptations of numbered forms; and

(3) Miscellaneous Correspondence. A descriptive subject line and SSIC must be included on miscellaneous correspondence and messages.

b. Suitability for Filing. Each document submitted must be suitable for filing.



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(1) Legibility. Clearly readable, good quality copy. Originals when possible. No less than first quality paper copies.

(2) Paper Size. Documents submitted must be no larger than 8-1/2 x 11 inches.

(3) Orientation. Right-reading in the vertical position.

(4) Paper Quality. Submit only standard paper stock or approved forms.

c. Economically Designed. Forms and correspondence must be designed for ease of use and processing economy.

(1) Content. Be brief. Reduce each document to essentials.

(2) Single-sided. Avoid using two sides when one will do.

(3) Appropriateness. Ensure every item on each page is justifiable.

(4) Design. Use good design techniques for both computer-generated and preprinted forms and correspondence.

OFFICIAL MILITARY PERSONNEL FILE (OMPF)  
DOCUMENT LIST

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
<b>ACCESSIONS, REENLISTMENT, AND EXTENSION INFORMATION</b>			
AGE WAIVER	LETTER	B	
AGREEMENT TO EXTEND ENLISTMENT	NAVPERS 1070/621	E	
AGREEMENT TO RECALL OR EXTEND ACTIVE DUTY	NAVPERS 1070/622	E	
ENLISTMENT/REENLISTMENT DOCUMENT	DD 4	B	
BREACH OF ENLISTMENT CONTRACT	VARIOUS FORMS	E	
ERRONEOUS ENLISTMENT	CASE FILE	E	
FRAUDULENT ENLISTMENT	CASE FILE	E	
IMMEDIATE REENLISTMENT CONTRACT	NAVPERS 1070/601	E	
OFFICER APPOINTMENT ACCEPTANCE AND OATH OF OFFICE	NAVPERS 1000/4	O	
PARENT/GUARDIAN CONSENT, DECLARATION	VARIOUS FORMS	E	
RECORD OF MILITARY PROCESSING-ARMED FORCES OF THE UNITED STATES	DD 1966	E	
<b>ADVERSE/DISCIPLINE-RELATED INFORMATION</b>			
ADVERSE/PUNITIVE ACTION COMPLETED RESULTING IN CONVICTION	LETTER	O	ADVERSE MATTER ON OFFICERS MUST BE SUBMITTED VIA NAVPERSCOM (PERS-834)
COURT MARTIAL	NAVPERS 1070/607 OR NAVPERS 1070/613	E	
DESERTER MSG: DECLARATION & RETURN/APPREHENSION COMPLETED ACTION	NAVAL MESSAGE	B	ADVERSE MATTER ON OFFICERS MUST BE SUBMITTED VIA NAVPERSCOM (PERS-834)
DESERTER/ABSENT WANTED BY ARMED FORCES	DD 553	B	

O - OFFICER      E - ENLISTED      B - BOTH

**OFFICIAL MILITARY PERSONNEL FILE (OMPF)  
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
NONJUDICIAL PUNISHMENT	NAVPERS 1070/607 OR NAVPERS 1070/613	E	
	ADMINISTRATIVE LETTER	O	ADVERSE MATTER ON OFFICERS MUST BE SUBMITTED VIA NAVPERSCOM (PERS-834)
PUNITIVE LETTER OF REPRIMAND/CENSURE	LETTER	B	ADVERSE MATTER ON OFFICERS MUST BE SUBMITTED VIA NAVPERSCOM (PERS-834)
NONPUNITIVE LETTERS ISSUED AT THE SECRETARIAT LEVEL	LETTER	B	ADVERSE MATTER ON OFFICERS MUST BE SUBMITTED VIA NAVPERSCOM (PERS-834)
RECORD OF UNAUTHORIZED ABSENCE	NAVPERS 1070/606	E	<b>ABSENCES LESS THAN 24 HOURS ARE DOCUMENTED ON THE NAVPERS 1070/613</b>
	ADMINISTRATIVE LETTER	O	ADVERSE MATTER ON OFFICERS MUST BE SUBMITTED VIA NAVPERSCOM (PERS-834)
<b>AGREEMENTS/SERVICE DETERMINATIONS</b>			
NROTC SCHOLARSHIP/NON- SCHOLARSHIP SERVICE AGREEMENTS	VARIOUS FORMS	O	
PROGRAM SERVICE AGREEMENTS (OCS, AOC, NUCPOC, NFOC, OSAM, JAGC, NURSE CORPS, HPSP, NCP, ETC.)	VARIOUS NAVCRUIT FORMS	O	
NATIONAL CALL TO SERVICE ELECTION OF OPTIONS	DD 2863	E	
ENLISTMENT/REENLISTMENT GUARANTEES/PROGRAM AGREEMENTS	NAVCRUIT FORMS ANNEX TO DD 4	E	
REVERSION TO PERMANENT ENLISTED STATUS	VARIOUS FORMS	O	
STATEMENT OF SERVICE	VARIOUS FORMS	B	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE
RETIREMENT SERVICE COMPUTATION	VARIOUS FORMS	B	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE
CAREER STATUS BONUS (CSB) ELECTION	DD 2839 OR NAVPERS 7220/9	B	

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**OFFICIAL MILITARY PERSONNEL FILE (OMPF)  
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
<b>ADVANCEMENTS/PROMOTIONS</b>			
MERITORIOUS ADVANCEMENT	VARIOUS FORMS	B	
DELIVERY OF TEMPORARY/ PERMANENT APPOINTMENT	NAVPERS 1421/7	O	
ADJUSTMENT OF LINEAL POSITION	VARIOUS FORMS	O	
OFFICER PRECEDENCE RECORD	NAVPERS 1520/3	O	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE
<b>ASSIGNMENTS</b>			
HISTORY OF ASSIGNMENTS	NAVPERS 1070/605	B	
APPROVED HUMANITARIAN ASSIGNMENT/TRANSFER	CASE FILE	E	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE
<b>BOARDS</b>			
FIELD BOARD COVER SHEET/NAVPERSCOM LETTER TO BOARD AND FIELD BOARD. APPROVAL/DISAPPROVAL/NO FURTHER ACTION	VARIOUS FORMS	O	
<b>CASUALTY DOCUMENTS</b>			
CASE FILE	VARIOUS	B	
CASUALTY REPORT	DD 1300	B	
<b>DECORATIONS, MEDALS, AND AWARDS</b>			
MARKSMANSHIP/SMALL ARMS QUALIFICATIONS	NAVPERS 1070/880	B	ESR DOCUMENT: SUBMITTED UPON REENLISTMENT OR SEPARATION
UNIT AWARDS/CAMPAIGN & SERVICE MEDALS/OTHER AUTHORIZED AWARDS	NAVPERS 1070/880	B	ESR DOCUMENT: SUBMITTED UPON REENLISTMENT OR SEPARATION

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**OFFICIAL MILITARY PERSONNEL FILE (OMPF)  
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
U.S. MILITARY DECORATION CERTIFICATE/CITATION	VARIOUS FORMS	O	COPY OF SIGNED CERTIFICATE/CITATION
<b>DESIGNATORS/RATINGS</b>			
ENLISTED DESIGNATOR/RATING AND NAVY ENLISTED CLASSIFICATION (NEC'S)		E	DOCUMENTED ON ESR MEMBER DATA SUMMARY: SUBMITTED UPON REENLISTMENT OR SEPARATION
OFFICER DESIGNATORS - ASSIGNMENT/CHANGE/REVOCATION OF THE FOLLOWING	LETTERS	O	DOES NOT INCLUDE SUBSPECIALITY DESIGNATOR (SSPD), NAVY OFFICER BILLET CLASSIFICATION (NOBC) OR ADDITIONAL QUALIFICATION DESIGNATOR (AQD'S)
UNRESTRICTED LINE OFFICER	LETTERS	O	
GENERAL UNRESTRICTED LINE OFFICER	LETTERS	O	
SURFACE WARFARE OFFICER	LETTERS	O	
SUBMARINE WARFARE OFFICER	LETTERS	O	
SPECIAL WARFARE OFFICER	LETTERS	O	
SPECIAL OPERATIONS OFFICER	LETTERS	O	
MATERIEL PROFESSIONAL OFFICER	LETTERS	O	
AERONAUTICAL COMMUNITY OFFICER	LETTERS	O	
NAVAL AVIATOR	LETTERS	O	
NAVAL FLIGHT OFFICER	LETTERS	O	
RESTRICTED LINE OFFICER	LETTERS	O	
ENGINEERING DUTY OFFICER	LETTERS	O	
AERONAUTICAL ENGINEERING DUTY OFFICER	LETTERS	O	
AVIATION DUTY OFFICER	LETTERS	O	
SPECIAL DUTY OFFICER	LETTERS	O	
STAFF CORPS OFFICER	LETTERS	O	

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**OFFICIAL MILITARY PERSONNEL FILE (OMPF)  
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
MEDICAL CORPS OFFICER	LETTERS	O	
DENTAL CORPS OFFICER	LETTERS	O	
MEDICAL SERVICE CORPS OFFICER	LETTERS	O	
JUDGE ADVOCATE GENERAL CORPS OFFICER	LETTERS	O	
NURSE CORPS OFFICER	LETTERS	O	
CHAPLAIN CORPS OFFICER	LETTERS	O	
CIVIL ENGINEER CORPS OFFICER	LETTERS	O	
LIMITED DUTY OFFICER	LETTERS	O	
CHIEF WARRANT OFFICER	LETTERS	O	
<b>TRAINING, EDUCATION AND QUALIFICATIONS</b>			
ANNUAL SAIL REPORT - MERCHANT MARINES/NAVY RESERVES	SURFRES 1534/1	O	
AVIATION SERVICE GATE	NAVPERSCOM LETTER	O	
COLLEGE DEGREES: CERTIFICATE/DIPLOMA/TRANSCRIPT	OFFICIAL COPY	B	
CORRESPONDENCE COURSE COMPLETION CERTIFICATE	VARIOUS FORMS	O	ENLISTED - DATA ENTER IN ESR ON NAVPERS 1070/881
CREDENTIALS/PRIVILEGING INFORMATION (MEDICAL OFFICER)	NOTIFICATION/STATUS LETTER	O	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE
TRAINING EDUCATION AND QUALIFICATION HISTORY	NAVPERS 1070/881	E	ESR DOCUMENT: SUBMITTED UPON REENLISTMENT OR SEPARATION
SERVICE SCHOOL COMPLETION CERTIFICATE/DIPLOMA	VARIOUS FORMS	O	ENLISTED - DATA ENTER IN ESR ON NAVPERS 1070/881
MERCHANT MARINE COAST GUARD LICENSE	VARIOUS FORMS	O	
MIL/CIV TRAINING COURSE COMPLETION LETTER/CERTIFICATE	VARIOUS FORMS	O	ENLISTED - DATA ENTER IN ESR ON NAVPERS 1070/881

**O - OFFICER      E - ENLISTED      B - BOTH**

**OFFICIAL MILITARY PERSONNEL FILE (OMPF)  
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
MONTGOMERY GI BILL	DD 2366	B	
NOTICE OF BASIC ELIGIBILITY (NOBE)	DD 2384-1	B	
NAVAL RESERVE OFFICER TRAINING CORPS (NROTC) EDUCATION COST RECORD	CNET 1533/50	O	
STATEMENT OF UNDERSTANDING SELECTED RESERVE (SELRES) EDUCATIONAL ASSISTANCE PROGRAM	OPNAV 1780/1	B	
TUITION ASSISTANCE	VARIOUS FORMS	B	
<b>FITNESS REPORTS/EVALUATIONS, SUPPLEMENTS &amp; EXPLANATION LETTERS</b>			
FITNESS REPORT & COUNSELING RECORD (E7-06)	NAVPERS 1610/2	B	
FITNESS REPORT & COUNSELING RECORD (07-08)	NAVPERS 1610/5	O	
FITNESS REPORT SUPPLEMENT/MEMORANDUM/LETTER, OFFICER/ENLISTED	VARIOUS FORMS	B	
EVALUATION REPORT & COUNSELING RECORD (E1-E6)	NAVPERS 1616/26	E	
EVALUATION & COUNSELING RECORD (E7-E9)	NAVPERS 1616/27	E	
INTERNAL PERS-LETTER OF EXPLANATION	LETTER	B	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE
<b>MEDICAL</b>			
LIMITED DUTY ASSIGNMENT	VARIOUS FORMS	B	
MEDICAL BOARD	VARIOUS FORMS	B	
PHYSICAL DEFECTS WAIVER	VARIOUS FORMS	B	

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**OFFICIAL MILITARY PERSONNEL FILE (OMPF)  
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
SECNAV NOTIFICATION-PHYSICAL EVALUATION BOARD RESULTS	VARIOUS FORMS	B	
REPORT OF MEDICAL EXAMINATION	DD 2808	B	ENTRY AND SEPARATION EXAMS
REPORT OF MEDICAL HISTORY	DD 2807-1	B	ENTRY AND SEPARATION EXAMS
PHYSICAL RISK CLASSIFICATION	NAVPERSCOM LETTER	B	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE
<b>MISCELLANEOUS PROFESSIONAL INFORMATION</b>			
ADMINISTRATIVE REMARKS	NAVPERS 1070/613	B	ONLY THOSE REQUIRED BY REGULATION TO BE FILED IN PERMANENT RECORD
DRUG & ALCOHOL ABUSE STATEMENT OF UNDERSTANDING	OPNAV 5350/1 OR NAVCRUIT EQUIVALENT	B	
DRUG & ALCOHOL ABUSE REPORT	OPNAV 5350/7	B	
MEMBER DATA SUMMARY	NAVPERS 1070/886	B	ESR DOCUMENT: SUBMITTED UPON REENLISTMENT OR SEPARATION
U.S. NAVY ALCOHOL AND DRUG ABUSE SCREENING CERTIFICATE	NAVCRUIT 1133/65	E	
<b>OTHER SERVICE VETERAN'S (OSVET) DOCUMENTS</b>			
DOCUMENTS USED TO DETERMINE CREDITABLE SERVICE	VARIOUS FORMS	B	COPIES OF SELECTED DOCUMENTS FROM OTHER BRANCHES OF THE ARMED FORCES
FITNESS/EVALUATION REPORTS	VARIOUS FORMS	O	
CORRESPONDENCE COURSE COMPLETION CERTIFICATE	VARIOUS FORMS	B	
SERVICE SCHOOL COMPLETION CERTIFICATE	VARIOUS FORMS	B	
MIL/CIV TRAINING COURSE COMPLETION LETTER/CERTIFICATE	VARIOUS FORMS	B	
MILITARY AWARD CITATIONS	VARIOUS FORMS	B	

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**OFFICIAL MILITARY PERSONNEL FILE (OMPF)  
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
<b>ORDERS</b>			
ACTIVE DUTY FOR TRAINING (AT/ADT)	VARIOUS FORMS, LETTERS, NAVAL MESSAGES	O	
ALL SEPARATION/RETIREMENT ORDERS	VARIOUS FORMS, LETTERS, NAVAL MESSAGES	B	
INACTIVE DUTY ORDERS	NAVRES 1326/2 AND NAVRES 1326/4	E	
INACTIVE DUTY TRAINING ORDERS	NAVRES 1321/2	O	
NEW APPOINTMENTS/RECALL/ACTIVE DUTY FOR SPECIAL WORK	VARIOUS FORMS, LETTERS, NAVAL MESSAGES	O	
OFFICER APPLICATION/ORDERS FOR INACTIVE DUTY	NAVRES 1321/1	O	
<b>PERSONAL INFORMATION</b>			
BIRTH VERIFICATION OF MEMBER	BIRTH CERTIFICATE, VERIFICATION OR DD 372	B	
DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA	NAVPERS 1070/602	B	
OFFICER PHOTOGRAPH SUBMISSION SHEET	NAVPERS 1070/884	O	
OFFICER'S REPORT OF HOME OF RECORD AND PLACE FROM WHICH ORDERED TO A TOUR OF ACTIVE DUTY	NAVPERS 1070/74	O	
RECORD OF EMERGENCY DATA	DD 93	B	
REQUEST FOR INSURANCE (SGLI)	SGLV 8285	B	
REQUEST FOR FAMILY COVERAGE (SGLI)	SGLV 8285A	B	
RESERVE COMPONENT SURVIVOR BENEFIT PLAN - ELECTION CERTIFICATE	DD 2656-5	B	

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**OFFICIAL MILITARY PERSONNEL FILE (OMPF)  
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
SERVICE MEMBERS GROUP LIFE INSURANCE ELECTION AND CERTIFICATE	SGLV 8286	B	
FAMILY COVERAGE ELECTION (SGLI)	SGLV 8286A	B	
THRIFT SAVINGS PLAN ELECTION FORM	TSP-U-1	B	
USCIS VERIFICATION DOCUMENTS	VARIOUS	B	
<b>PRIVILEGED INFORMATION</b>			
MATTERS OF INTEREST HOLDINGS ADMINISTRATIVE LETTERS	LETTER	O	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE
DETACHMENT FOR CAUSE	LETTER	O	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE
CONSCIENTIOUS OBJECTOR	VARIOUS FORMS	B	
DRUG DISPOSITION RECOMMENDATION	VARIOUS FORMS	B	
FAULT TRANSFER	VARIOUS FORMS	B	
OFFICER/ENLISTED PERFORMANCE EVALUATION CASES	VARIOUS FORMS	B	
REMOVAL FROM PROMOTION LIST	VARIOUS FORMS	B	
RETAIN AND WARNING/PERFORMANCE/CONDUCT	VARIOUS FORMS	B	
STANDARDS OF PERFORMANCE	VARIOUS FORMS	O	
<b>RECORD CHANGES</b>			
BOARD FOR CORRECTIONS OF NAVY RECORDS (BCNR) DECISIONS	LETTER	B	SUBMITTED BY BCNR ACTION OFFICE
NOTIFICATION OF CHANGE IN SERVICE MEMBER OFFICIAL RECORD	DD 1343	B	
<b>RESERVE INFORMATION</b>			
NAVAL RESERVE QUALIFICATION QUESTIONNAIRE	NAVPERS 1200/2	O	

O - OFFICER      E - ENLISTED      B - BOTH

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**OFFICIAL MILITARY PERSONNEL FILE (OMPF)  
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
RESERVE OFFICER REQUEST FOR TRANSFER/TERMINATION	NAVRES 1301/5	O	
READY RESERVE TRANSFER REQUEST/SERVICE AGREEMENT	NAVPERS 1200/1	O	
TRANSFER BETWEEN STANDBY/READY NAVY RESERVE AUTHORIZATION	VARIOUS FORMS	O	
NAVY RESERVE STATUS CHANGE	STATUS LETTER	O	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE
<b>SECURITY</b>			
ASSIGNMENT RESTRICTION - SECURITY REASONS	VARIOUS FORMS	B	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE
CLASSIFIED INFORMATION - NONDISCLOSURE AGREEMENT	SF 312	B	
SECURITY TERMINATION STATEMENT	OPNAV 5511/14	B	
PERSONNEL RELIABILITY SCREENING PROGRAM	VARIOUS FORMS	B	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE
<b>SEPARATION AND RETIREMENT</b>			
ADMIN DISCHARGE/SEPARATION	CASE FILE	B	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE: FILE ONLY THOSE THAT RESULT IN SEPARATION
CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	DD 214	B	
COMMISSION TERMINATION	LETTER	O	
CORRECTION TO DD 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	DD 215	B	
DISABILITY: DISCHARGE/RETIREMENT APPROVAL; WITH OR WITHOUT BENEFITS	VARIOUS FORMS	B	

O - OFFICER      E - ENLISTED      B - BOTH

**OFFICIAL MILITARY PERSONNEL FILE (OMPF)  
DOCUMENT LIST (CONT'D)**

SUBJECT/TITLE/DESCRIPTION	FORM NUMBER	O/E/B	REMARKS
DISCHARGE FROM TEMPORARY DISABILITY RETIRED LIST	VARIOUS FORMS	B	
ACCEPTANCE OF RESIGNATION FROM NAVAL RESERVE	NAVPERS 1926/1	O	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE
HONORABLE DISCHARGE FROM U.S. NAVAL RESERVE	NAVPERS 1926/2	O	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE
HONORABLE DISCHARGE FROM U.S. NAVAL RESERVE (HAVING TWICE FAILED SELECTION)	NAVPERS 1926/3	O	SUBMITTED BY INTERNAL NAVPERSCOM ACTION OFFICE
NAVY DISCHARGE REVIEW BOARD DECISION	LETTER	B	
PRESEPARATION COUNSELING CHECKLIST	DD 2648	E	
RETIREMENT DATE, DISABILITY PERCENTAGE - MSG ORDERS	VARIOUS FORMS	B	
RETIREMENT APPROVAL, MODIFICATION	VARIOUS FORMS	B	
RECORD OF DISCHARGE FROM U.S. NAVAL RESERVE	NAVPERS 1070/615	E	

O - OFFICER      E - ENLISTED      B - BOTH